



**Request for Qualifications (RFQ)  
VENTURA COUNTY HOME VISITING COORDINATION AND INTEGRATION**

First 5 Ventura County (F5VC) is soliciting proposals for one or more consultant(s)/firm(s) to facilitate strategies necessary for building a strong and thriving network of family-centered home visiting providers across multiple Ventura County agencies who work closely together to meet the complex needs of home visiting clients. The consultant(s)/firm(s) will also serve as the liaison between First 5 Ventura County, Ventura County's home visiting programs and the regional Home Visiting (HV) Coordination grant lead agency, First 5 Santa Barbara.

To be considered, proposals must be received **by 10 a.m. on Tuesday, May 28<sup>th</sup>**. Late responses will not be considered.

**Proposals will only be accepted via email to: [assistant@first5ventura.org](mailto:assistant@first5ventura.org)**

All proposals received will be provided a receipt for their submission by emailed confirmation. If you do not receive an emailed confirmation, or you wish to call and verify receipt, you may contact Jina Jue at: (805) 648-9990.

Any questions concerning this request for proposal should be directed to:

**Sam McCoy, Director of Program and Evaluation**  
[smccoy@first5ventura.org](mailto:smccoy@first5ventura.org)

All questions and answers will be posted on the F5VC website: [www.first5ventura.org](http://www.first5ventura.org)

**Background**

First 5 Ventura County (F5VC) promotes comprehensive child health and development through investments in health, early learning, and family strengthening, benefitting children from prenatal to 5 years of age and their families. An independent public entity governed by a 9-member Commission, F5VC is largely funded through the California Children and Families Act, a tobacco tax dedicated to developing locally managed resources and systems that improve health and education for children prenatal to age 5.

First 5 California (F5CA) provides *Regional Technical Assistance for Home Visiting Coordination and Integration* funding to regions in California, with Region 7 comprised of San Luis Obispo, Santa Barbara and Ventura counties. The goal of the regional structure is to build and maintain collective capacity to maximize access to the resources and technical assistance needed to achieve local and state home-visiting coordination and integration goals. This funding is also intended to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. For more information and a copy of the F5CA issued Request for Applications visit <https://www.cafc.ca.gov/partners/investments.html#visiting>

## **Scope of Work**

First 5 Ventura County is seeking one or more experienced contractor/firm who will coordinate and facilitate efforts to build and strengthen Ventura County's home visiting system within the broader system of supports for children and families; continue building or strengthening a range of systems coordination and integration activities; and develop community-informed policies, practices, and resources that center around families lived experience in all decisions.

- 1) Coordinate and facilitate Ventura County's participation in the Region 7 Home Visiting Coordination Grant
  - Coordinate with the Region 7 HV lead agency (First 5 Santa Barbara), the Ventura County lead agency (First 5 Ventura County) and Ventura County HV providers to communicate and align local project activities with regional efforts.
  - Serve as intermediary between regional and local HV coordination activities.
- 2) Survey of local assets and needs - Building on a study conducted by Ventura County Public Health in 2022, identify local strengths, assets, gaps and needs across HV programs and providers in Ventura County. Review of current practices will also include an analysis of HV implementation approaches, referral pathways and training resources. This may require in-person meeting(s) and interview(s) with HV key staff in Ventura County.
- 3) Develop recommendations for building local capacity and creating efficiencies - Building on the survey results, work with HV partners to develop a set of detailed recommendations, strategies, and a workplan to achieve the following:
  - Build a strong and thriving network of family-centered home visiting providers across agencies who work closely together to meet the complex needs of home visiting clients.
  - Support local collaboration that leads to better integration, shared resources, local expertise, and innovative solutions.
  - Improve families' experiences of home visiting services, reduce duplication of services, and improve outcomes for families.
- 4) Oversee and manage implementation of recommendations and workplan – Building on the recommendations and strategies, work with HV partners to operationalize these recommendations, including:
  - Co-create guidelines around provider and family collaboration including shared understanding of program eligibility criteria, strengthened referral pathways to identify programs that best fit family circumstances, universal intake procedures, collaborative case planning, and data-sharing.
  - Plan and manage the implementation of shared learning opportunities, such as regular Community of Learning meetings, trainings, annual HV conference, etc.
  - Develop policies and procedures that will sustain collaborative home visiting guidelines over the long term.
  - Participate in existing community-based data sharing system(s) as appropriate for enhancing family-centered practice and building sustainability into cross-agency collaboration.
  - Increase external organizations' (pediatricians, etc.) knowledge around existing HV programs and eligibility criteria.

## **Qualifications and Experience**

The ideal contractor/firm will have the following qualifications:

- Recent and long-term experience in early childhood systems with an emphasis on home visiting programs, best practices, and eligibility requirements.
- Strong expertise in design and facilitation of working groups, learning communities, and collaboratives, such as agenda design, participation techniques, guiding principles discussion, consensus making, etc.
- Experience with the development of policies and procedures for interagency collaboration.
- Expertise in research and evaluation design.
- Familiarity with Ventura County and First 5 programs or content areas (early learning, family strengthening, and health) is strongly desired.
- Ability to enter into a contract with First 5 Ventura County and implement the Scope of Work as defined in this proposal.

## **Time Considerations and Requirements**

To be considered, proposals must be received by F5VC **by 10:00 a.m. on May 28th.** Late proposals cannot be accepted.

- The contract is scheduled to be awarded in **June 2024.**
- Project work is expected to be completed by **June 30, 2025.**

## **Proposal Requirements**

In 3 pages or less, provide a proposal that address the following:

- Describe your qualifications and your past and current experience with similar work.
- Describe your proposed strategies for implementing the scope of work, with a proposed work plan and timeline for completing the work by no later than June 30, 2025.
- Costs for implementing the scope of work.
  - Provide a breakdown for how you arrived at the cost, including estimated number of hours and hourly rate.

## **Additional Required Information:**

- **Primary Contact Person** - include the email, mailing address and phone number of the primary contact person.
- **Resumes** – include the resumes of all staff expected to work on this project, delineating roles of each staff member in the proposed project.
- **List of References** – provide a listing of the names, addresses, telephone numbers, email addresses (if applicable), and agency contacts of three (3) former clients and the title of the project completed. F5VC may contact some or all of the applicant's references as part of its review process.

## **Evaluation of Proposals**

Proposals will be evaluated to ascertain which consultant best meets the needs of F5VC. Oral interviews may be necessary to assist in making the final selection.

Evaluation considerations will include the following:

- Qualifications, experience, and professional activities of the consultant; past performances of the consultant on work previously performed for governmental agencies or non-profits.
- Proposal demonstrates a clear understanding of the work to be performed and the proposed timeline is reasonable.
- Cost, although a significant factor, may not be the dominant factor. Cost is particularly important when all the other evaluation criteria are relatively equal.

The award will be made to the consultant who, in the opinion of F5VC, is best qualified.

F5VC may, at its sole discretion, reject any or all proposals submitted in response to this Request for Qualifications (RFQ). Failure to comply with the specifications of this solicitation shall be grounds for disqualification. F5VC also reserves the right to cancel this RFQ at its sole discretion, at any time prior to execution of an agreement or contract. F5VC shall not be liable for any costs incurred in connection with the preparation of any proposal submitted in response to this solicitation.

After selection of contractor, F5VC reserves the right to enter negotiations with the contractor for additional work and/or to further define work requirements for the contract period.